



# MINUTES

## Service Committee of the Legislative Council

December 15, 1999

Third Meeting of the 1999-2000 Biennium

### MEMBERS PRESENT

Senator Stewart Iverson, Jr., Chairperson  
Representative Christopher Rants, Vice Chairperson

Senator Michael Gronstal  
Senator Don Redfern

Representative John Connors  
Representative Steven Sukup

## MEETING IN BRIEF

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- I. Procedural Business.
- II. Internet Information Accessibility.
- III. Special Personnel Committee Report.
- IV. Personnel Reports.
- V. Fiscal Year 2001 Budgets.
- VI. Written Materials Filed With the Legislative Service Bureau.

## **Service Committee of the Legislative Council**

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### **I. Procedural Business.**

The Service Committee of the Legislative Council was called to order by Chairperson Senator Stewart Iverson at 9:05 a.m., Wednesday, December 15, 1999, in Room 22, State Capitol, Des Moines, Iowa.

The Service Committee approved the minutes of the June 30, 1999, meeting of the Committee.

The Service Committee adjourned at 10:47 a.m.

### **II. Internet Information Accessibility.**

The Service Committee recommended to the Legislative Council, by motion and unanimous vote, a proposed change to the Iowa General Assembly's policy for accessibility for persons with disabilities concerning access to Internet information on the Iowa General Assembly's website. The proposed change provides that information will be formatted to accommodate browser software for the visually impaired and if the information cannot be so formatted, the Legislative Information Office will assist visually impaired persons in obtaining the information.

### **III. Special Personnel Committee Report.**

#### **A. Report Contents.**

A report of the Special Personnel Committee of the Service Committee, dated December 14, 1999, was presented to the Committee for consideration. The report made the following proposed recommendations:

1. **Classification System.** That the current classification system for legislative jobs be retained in order to provide equity and comparability among legislative staff agencies and their employees.
2. **Legislative Pay Plan.** That the legislative pay plan not be coupled with the executive branch's pay plans.
3. **One-Year Trial Period for Pay Flexibility.** That for a one-year trial period, beginning July 1, 2000, each manager be given flexibility to provide differential starting salaries and differential salary increases based on performance, which could include one-time bonuses, for full-time, career-oriented employees.
4. **Salary Budgets.** That the salary budget allocated to each manager for the trial period be based on the current system but allow for the provision of differential salaries based on performance.
5. **Benefit Flexibility.** That more flexibility be provided to employees to choose their own fringe benefits and that benefits need not be coupled with the executive branch benefits due to the uniqueness of the legislative work schedule. However, the legislative branch should couple with the executive branch for FY 00-01 in offering a deferred compensation employer match.

6. **Expert Assistance.** That the Iowa Department of Personnel be requested to provide expert assistance to the legislative branch regarding a unique legislative pay plan and unique system of fringe benefits. If such assistance is not forthcoming, the Legislative Council should be requested to provide resources for obtaining this type of expert assistance.
7. **Manager Coordination.** That the managers should work together and coordinate their efforts in the implementation of more flexible pay and benefit plans in order to make certain that salaries provided are comparable. The managers should also develop customer assessment tools to evaluate the provision of services by legislative employees.
8. **Unresolved Issues.** That continuing resources should be devoted to unresolved issues such as salary compression for top managers, vacation accrual based on prior part-time legislative employment, and other paid-time-off policies.

### **B. Committee Discussion.**

Senator Gronstal proposed that the report be modified to indicate that, while the legislative pay plan will not be coupled with the executive branch pay plan, the executive branch pay ranges for professional noncontract employees should be referenced in establishing legislative staff salaries. Senator Gronstal indicated that the intent of the proposal is not to reduce employee pay, but instead to provide staff directors greater flexibility in rewarding quality employees. Representative Rants expressed concern about the method of establishing each director's total dollars for staff salaries since staffs with higher employee turnover will be provided a smaller budget for salaries than those staffs with longer tenured employees.

### **C. Committee Action.**

The Committee decided to table discussion of most of the recommendations contained in the report and defer action to a later date. The Committee did agree that discussions with the Department of Personnel should continue. The Committee did agree to recommend to the Legislative Council that the rate of vacation accrual for employees be based, if applicable, on the cumulative length of prior part-time legislative employment.

## **IV. Personnel Reports.**

### **A. Legislative Fiscal Bureau.**

The Service Committee received and filed the December personnel report from the Legislative Fiscal Bureau and recommended, upon motion and unanimous vote, that the following employees be promoted:

- Mr. Paige Piper-Bach, from Legislative Analyst I, grade 29, step 4, to Legislative Analyst II, grade 32, step 2, effective December 1999.
- Ms. Valerie Thacker, Legislative Analyst II, grade 32, step 4, to Legislative Analyst III, grade 35, step 2, effective December 1999.

### **B. Legislative Service Bureau.**

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The Service Committee received and filed the December personnel report from the Legislative Service Bureau and recommended, upon motion and unanimous vote, that the following employees be promoted:

- Ms. Joanne Page, from Assistant Editor 3, grade 30, step 4, to Deputy Iowa Code Editor, grade 35, step 1, effective February 2000.
- Ms. Chris Fisher, from Supervising Legislative Document Technician, grade 25, step 6, to Legislative Document Technician Supervisor, grade 28, step 5, effective October 1999.

### **C. Legislative Computer Support Bureau.**

The Service Committee received and filed the December personnel report from the Legislative Computer Support Bureau and recommended, upon motion and unanimous vote, that the following employees be promoted:

- Mr. Matt Eaton, from Division Administrator I, grade 35, step 3, to Division Administrator II, grade 38, step 2, effective February 2000.
- Mr. Jason Hunt, from Computer Systems Analyst II, grade 29, step 4, to Division Administrator I, grade 35, step 1, effective January 2000.
- Mr. Joseph Kroes, from Computer Systems Engineer II, grade 32, step 3, to Senior Computer Systems Engineer, grade 35, step 2, effective November 1999.
- Mr. John Rafdal, from Computer Systems Engineer I, grade 29, step 4, to Computer Systems Engineer II, grade 32, step 3, effective April 2000.

### **D. Citizens' Aide/Ombudsman.**

The Service Committee received and filed the December personnel report from the Office of Citizens' Aide/Ombudsman and recommended, upon motion and unanimous vote, that the following employees be promoted:

- Ms. Judith Milosevich, from Assistant III, grade 35, step 6, to Senior Assistant, grade 38, step 5, effective December 1999.
- Ms. Kristie Hirschman, from Assistant II, grade 32, step 5, to Assistant III, grade 35, step 4, effective May 2000.

## **V. Fiscal Year 2001 Budgets.**

### **A. Proposals and Committee Discussion.**

The Service Committee received and discussed the proposed budget allocations for the fiscal year beginning July 1, 2000, concerning the four nonpartisan staff agencies, the Legislative Fiscal Bureau, Legislative Service Bureau, Legislative Computer Support Bureau, and the Office of Citizens' Aide/Ombudsman. Representative Steve Sukup requested that increased budget detail be presented when a particular budget line item changes significantly from one year to the next. Representative Christopher Rants expressed some concerns over the

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separate budget proposed for redistricting and indicated a desire to receive additional information about redistricting costs.

### **B. Committee Action.**

Senator Gronstal moved, and the Committee approved by majority vote, that the out-of-state travel allocations for all agencies be reduced by 25% for the fiscal year beginning July 1, 2000, and the remaining out-of-state travel allocations for the agencies be reduced by 25% for the fiscal year beginning July 1, 1999.

Representative Rants moved, and the Committee approved, that the fiscal year 2001 proposed budget allocations for redistricting costs for the Legislative Service Bureau be reduced by \$70,000, and for communication costs for the Legislative Computer Support Bureau be reduced by \$30,000.

Upon motion and unanimous vote, the Service Committee recommended that the Legislative Council approve the modification of the current fiscal year 2000 budget concerning out of-state-travel and the budget allocation for the fiscal year beginning July 1, 2000, as amended by the Committee, pursuant to section 2.12 of the Code for the four nonpartisan staff agencies.

## **VI. Written Materials Filed with the Legislative Service Bureau.**

**A.** December 1999 personnel reports for the Legislative Fiscal Bureau, Legislative Service Bureau, Legislative Computer Support Bureau, and the Office of Citizens' Aide/Ombudsman.

**B.** FY 2001 proposed budget requests from the Legislative Fiscal Bureau, Legislative Service Bureau, Legislative Computer Support Bureau, and the Office of Citizens' Aide/Ombudsman.

**C.** Proposed change regarding Internet documents and information to the Policy for Accessibility for Persons With Disabilities of the Iowa General Assembly.

**D.** Report of the Special Personnel Committee of the Service Committee dated December 14, 1999.

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